HEIMS ONLINE

MyUniversity Profile
User Manual

Version 1.0
July 2011

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1 Overview

1.1 Purpose of this Manual

The *MyUniversity* Profile application provides access to Higher Education Providers (HEPs) to display information on their institution's profile on the *MyUniversity* website.

Users are able to provide campus information under the following categories:

- Student services;
- Student facilities;
- Campus services; and
- Accommodation and transport;

The purpose of this manual is to assist users to navigate and view the pages of the *MyUniversity* Profile application and to add and/or modify information about their institution.

This information will be displayed on the *MyUniversity* website once approved and published.

1.2 User Roles

There are two (2) roles that allow providers access to the *MyUniversity* profile application:

- HEP Update role
- HEP Read-only role

1.21 HEP Update

This role allows the user to add, edit or delete information in the *MyUniversity* profile application for their institution.

1.22 HEP Read-only

This role allows the user to view the information within *MyUniversity* profile application for their institution. A Read only user cannot add, edit or delete any profile information.

1.3 Related Documents

This manual should be read in conjunction with the HEIMS ONLINE *MyUniversity* Profile Guidelines.

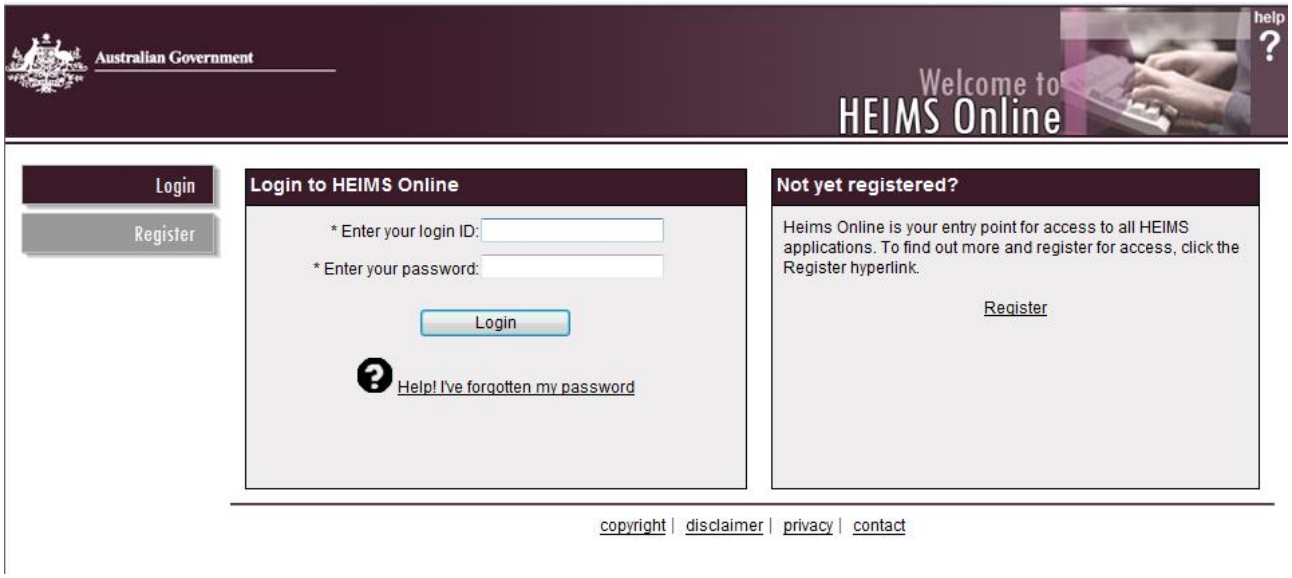
These Guidelines provide explanations or definitions of the required profile information for display on the *MyUniversity* website to assist institutions with entering their profile information.

2. HEIMS Online

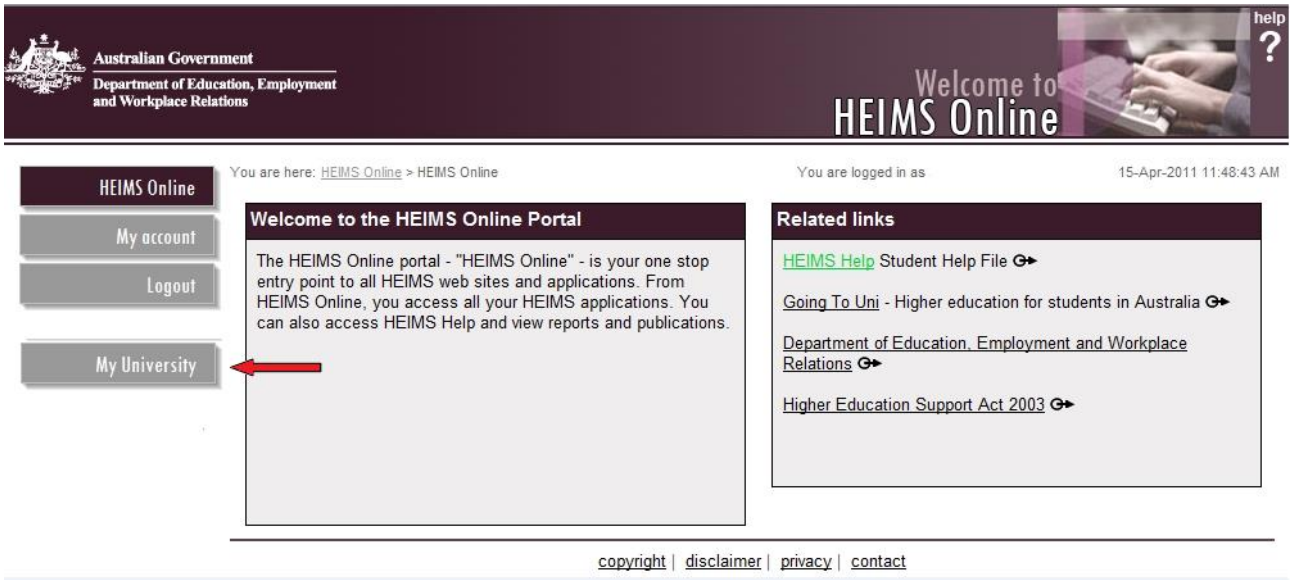
2.1 Accessing HEIMS Online

MyUniversity Profile is accessed from HEIMS Online at:

https://app.heims.education.gov.au/HeimsOnline


Australian Government
Welcome to
HEIMS Online
help
Login
Register
Login to HEIMS Online
* Enter your login ID:
* Enter your password:
Login
Help! I've forgotten my password
Not yet registered?
Heims Online is your entry point for access to all HEIMS applications. To find out more and register for access, click the Register hyperlink.
Register
copyright | disclaimer | privacy | contact

Enter a **Login ID** and **password** and select **Login**
On entering HEIMS Online the following page will display:


Australian Government
Department of Education, Employment and Workplace Relations
Welcome to
HEIMS Online
help
HEIMS Online
My account
Logout
My University
You are here: HEIMS Online > HEIMS Online
You are logged in as
15-Apr-2011 11:48:43 AM
Welcome to the HEIMS Online Portal
The HEIMS Online portal - "HEIMS Online" - is your one stop entry point to all HEIMS web sites and applications. From HEIMS Online, you access all your HEIMS applications. You can also access HEIMS Help and view reports and publications.
Related links
HEIMS Help Student Help File
Going To Uni - Higher education for students in Australia
Department of Education, Employment and Workplace Relations
Higher Education Support Act 2003
copyright | disclaimer | privacy | contact

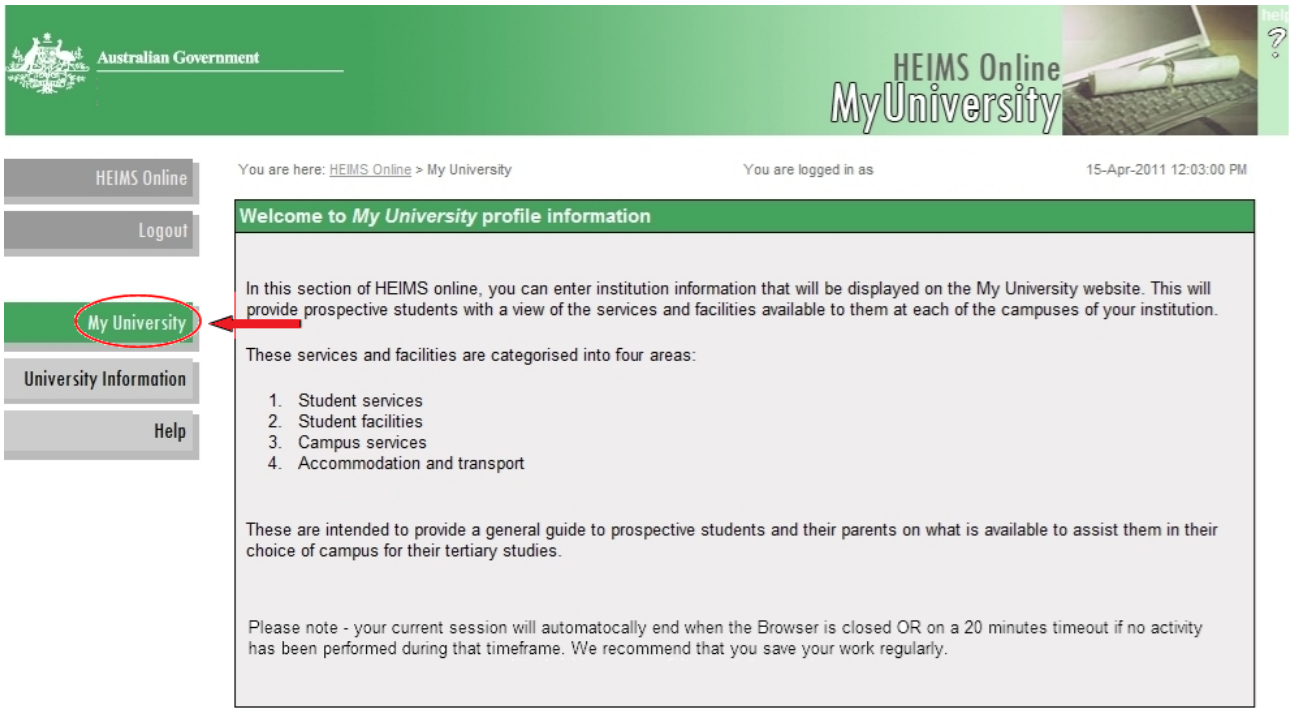
2.2 Do you have access to HEIMS Online?

Users who do not have access to HEIMS Online will need to complete the *HEIMS Online Access form* and send it to heims.datacollections@education.gov.au.

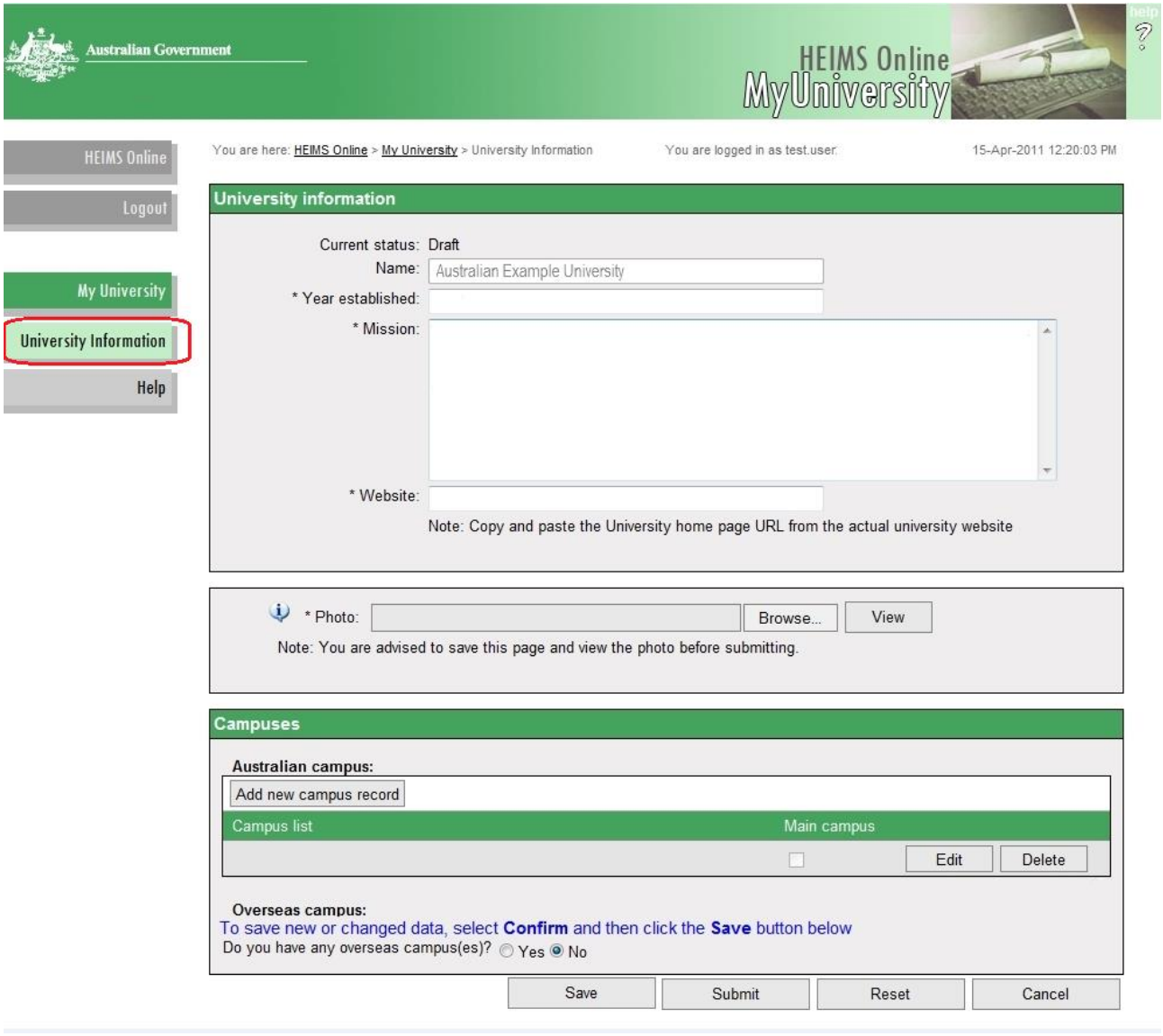
- HEIMS Online Access form

2.3 Access to *MyUniversity*

To access the *MyUniversity* Profile information page select *MyUniversity* from the left menu bar. The Welcome to *MyUniversity* profile information page will display.


Australian Government
HEIMS Online
MyUniversity
HEIMS Online
Logout
My University
University Information
Help
You are here: HEIMS Online > My University
You are logged in as
15-Apr-2011 12:03:00 PM
Welcome to My University profile information
In this section of HEIMS online, you can enter institution information that will be displayed on the My University website. This will provide prospective students with a view of the services and facilities available to them at each of the campuses of your institution.
These services and facilities are categorised into four areas:
1. Student services
2. Student facilities
3. Campus services
4. Accommodation and transport
These are intended to provide a general guide to prospective students and their parents on what is available to assist them in their choice of campus for their tertiary studies.
Please note - your current session will automatocally end when the Browser is closed OR on a 20 minutes timeout if no activity has been performed during that timeframe. We recommend that you save your work regularly.

From the left hand menu, select the **University Information** option to display the University **Information** page**:**



***Note*: Current Status**

- *When first entering information into the system the **Current Status** will be '**Draft**'. This means that users can input, save and submit the data entered.*
- *The University Name is automatically populated from data held by the department.*
- *Once the **Submit** button has been selected the **Current Status** will change to '**Awaiting Approval**'. Data cannot be edited and no functions are active while information is '**Awaiting Approval'.***
- *The '**Edit Profile**' button is only displayed when the approval process has been completed and the **Current Status** has changed to '**Published**'.*
- *When **the 'Edit Profile'** button is displayed and is active, it can be selected to enable the user to make changes to their profile information. The **Current***

2.4 Mandatory Fields

Mandatory fields are identified by an asterisk (*) at the left of the field name. Information must be entered in a mandatory field otherwise an error message will be displayed when a Save action is performed.

***Note*:**

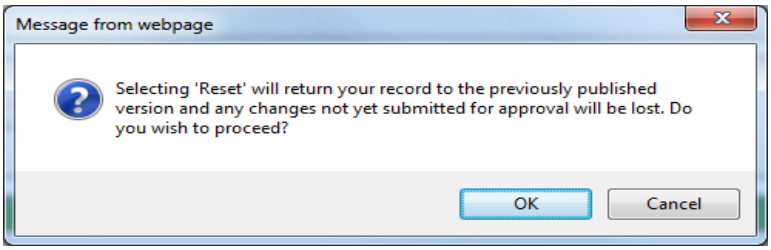
- ***When entering or updating information in MyUniversity It is important to save your data regularly.***
- ***HEIMS Online has a 20 minute inactivity timeout. If there is no activity on the site within this timeframe the system will log the user out and any unsaved data will be lost.***

2.5 To reset Profile information

Reset enables any new information being entered or updated to be reset back to its original form.
If Profile information has been published, then that information would be restored.

1. Select **Reset** from the University Information page

   The following confirmation box will be displayed:

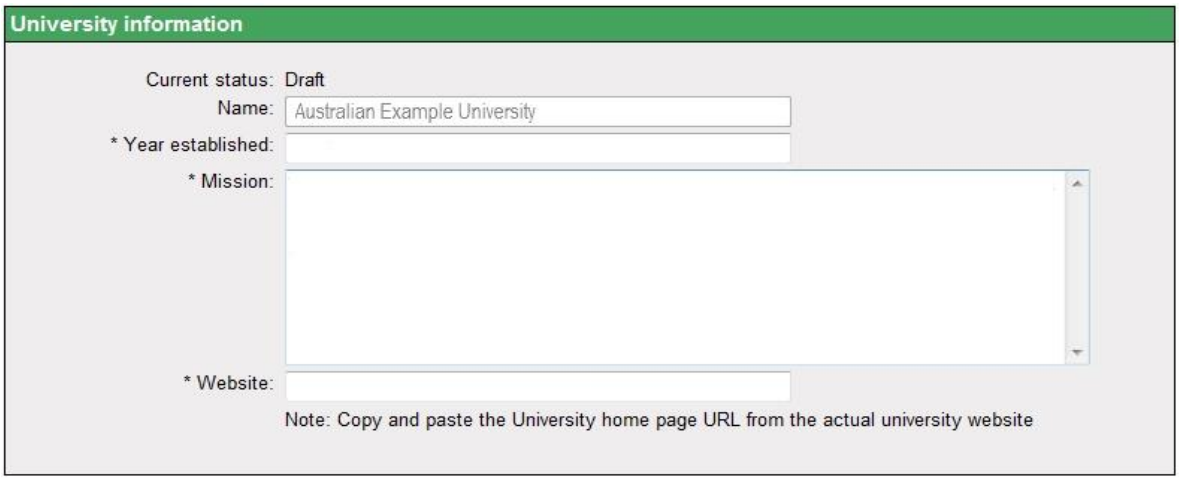

Message from webpage
Selecting 'Reset' will return your record to the previously published version and any changes not yet submitted for approval will be lost. Do you wish to proceed?
OK
Cancel

2. Select **OK** to proceed and the Profile information will be reset to the original information prior to this session.

3 University Information

3.1 Add University information

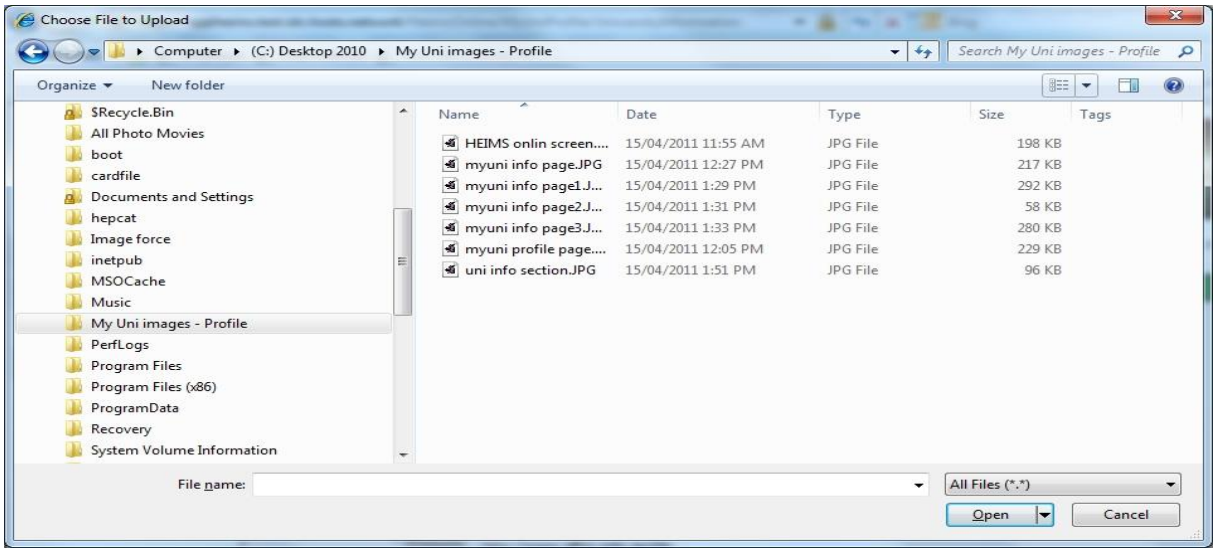
1. To commence adding information to the *MyUniversity* page, complete the following mandatory fields:
   - Year established
   - Mission – (*maximum 2,000 Characters)*
   - Website address


University information
Current status: Draft
Name: Australian Example University
* Year established:
* Mission:
* Website:
Note: Copy and paste the University home page URL from the actual university website

2. Select **Save** – *(It may be necessary to scroll down see the **Save** button)*.

3.1.1 To upload the institution logo

1. Select **Browse**.
2. The **Choose** File to Upload dialog box will display.



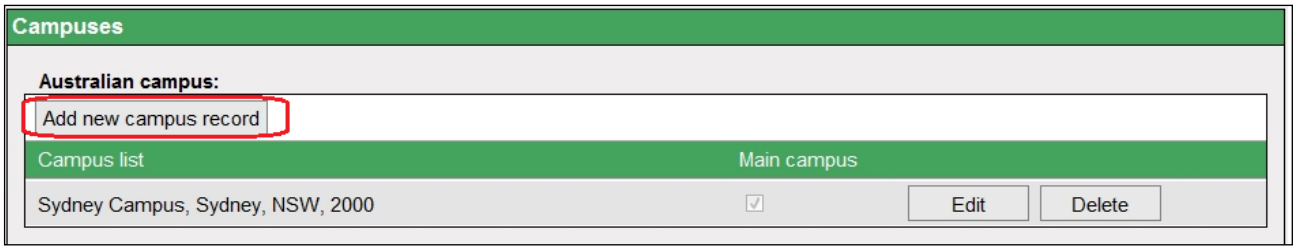
3. Navigate to the folder that contains the logo. Select the logo to upload. Note that images or photos must be a **jpg, tif, tiff or gif file** and must not be greater than **4MB** in size.
4. Select **Open**
5. Select **Save**
6. Select **View** to view the logo.

3.2 Campus Information

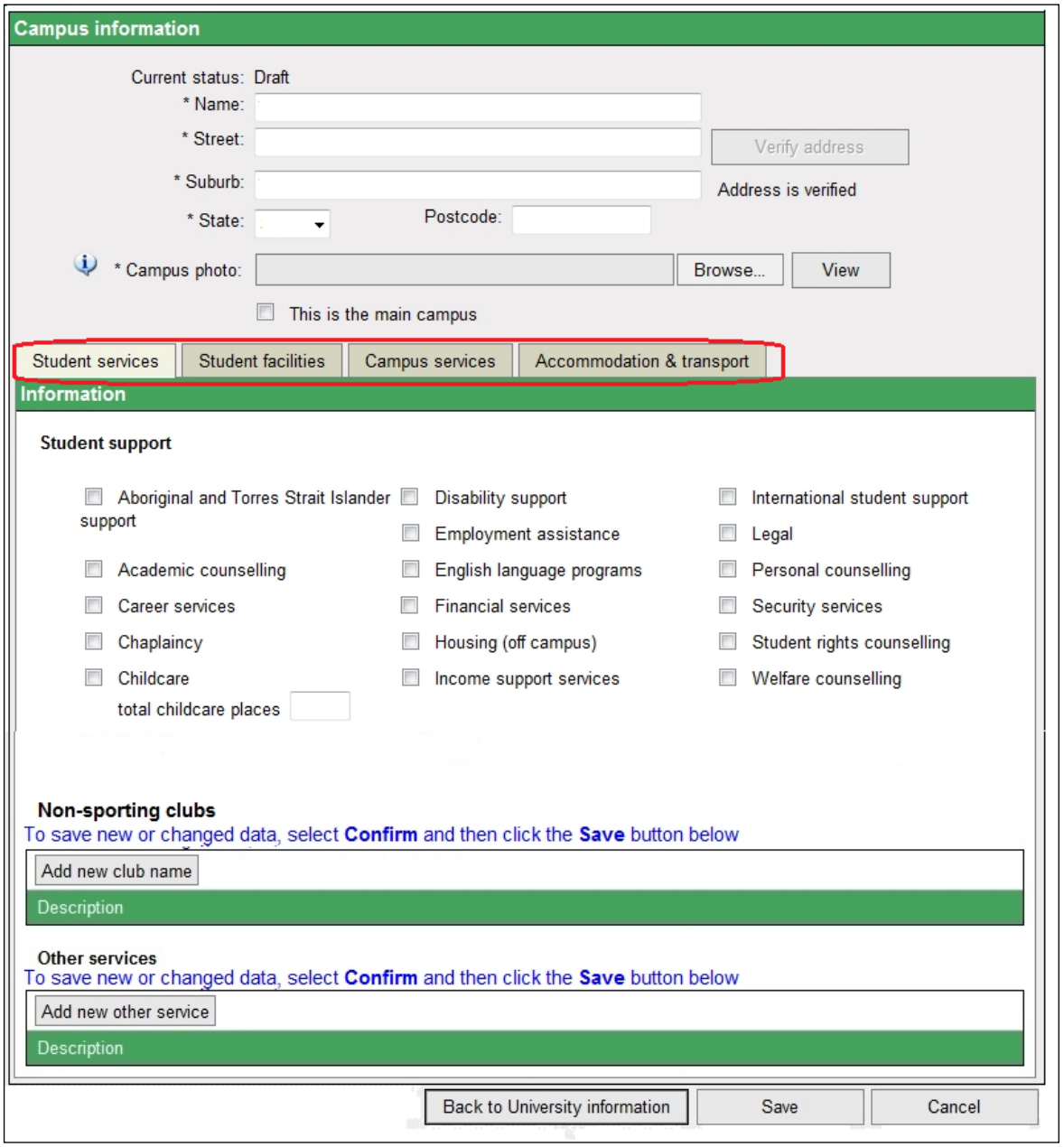
The Campus Information section enables the user to add and remove the institution's Australian and Overseas campuses.

3.2.1 To enter Australian campus details

1. Within the University Information page, select Add new campus record



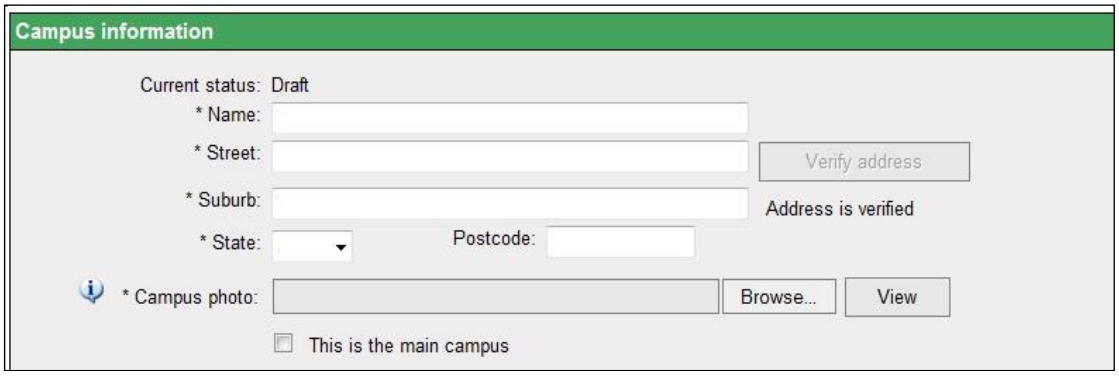
2. The **Campus information** page will display:



3. The **Campus information** page also provides access to **Student services**, **Student facilities**, **Campus services** and **Accommodation & transport**.

4. Within the **Campus Information** page, complete the following information *(alphanumeric & special characters to a maximum of 200)*
    - Name
    - Street
    - Suburb
    - State
    - Postcode (*must be 4 digits)*
    - Main campus *(Only one main campus can be identified)*

.



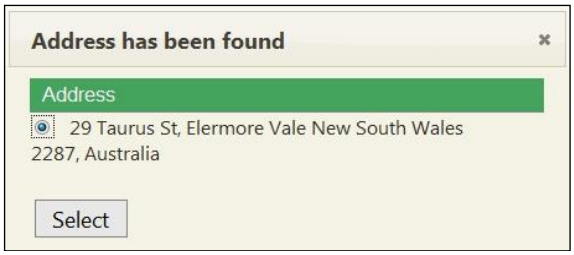
5. **Verifying the Address**

The address must be verified so that the location can be found using the map functionality on the *MyUniversity* website.

1. Select **Verify address**.

a) <u>The exact address is located</u>

When the exact address is found, the system will display the matching address.



Select will confirm and populate all address fields with the details displayed.

b) <u>Multiple addresses are found</u>

When multiple addresses are found, the list of possible addresses will be displayed. The correct address can then be selected.

Select will confirm and populate all address fields with the details displayed.

.

c) <u>No matching address is found</u>

When no match is found, the system will display the following result:

Address locator co-ordinates not available
The address you have entered cannot be verified on the location table and will not be able to be displayed on the map in My University website
OK

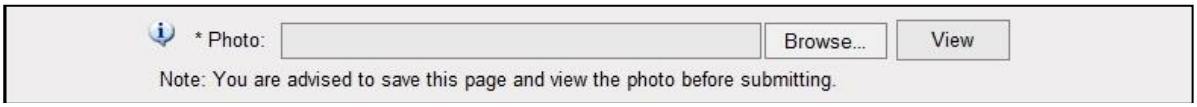
Select **OK** to close the message

> ***Note:***
> - ***In each of the message boxes for the address verification, If the X in the top right corner** is selected the system will return to the address input screen.*

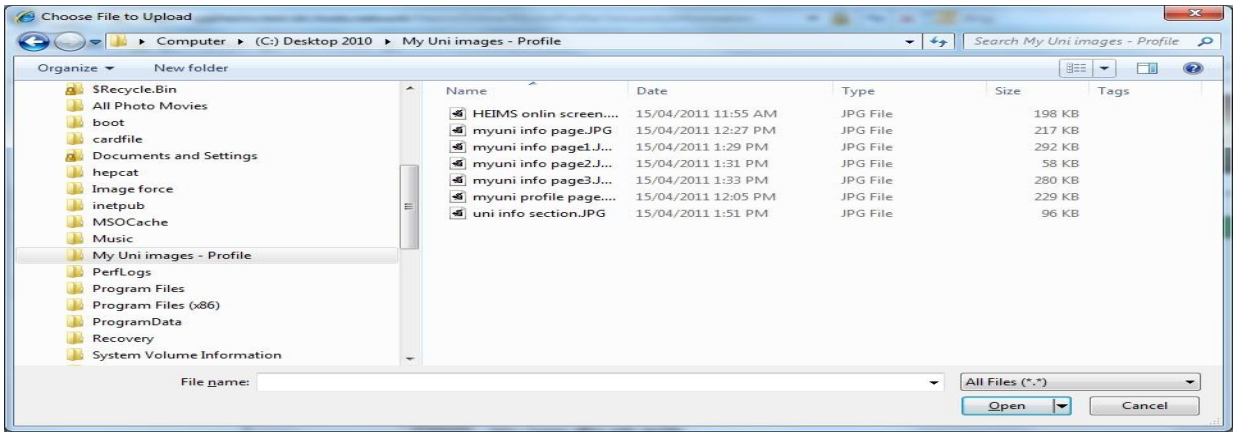
6. Campus Photo

The system allows an upload of one campus photo.

1. Select **Browse**.



2. The **Choose File to Upload** dialog box will be displayed.

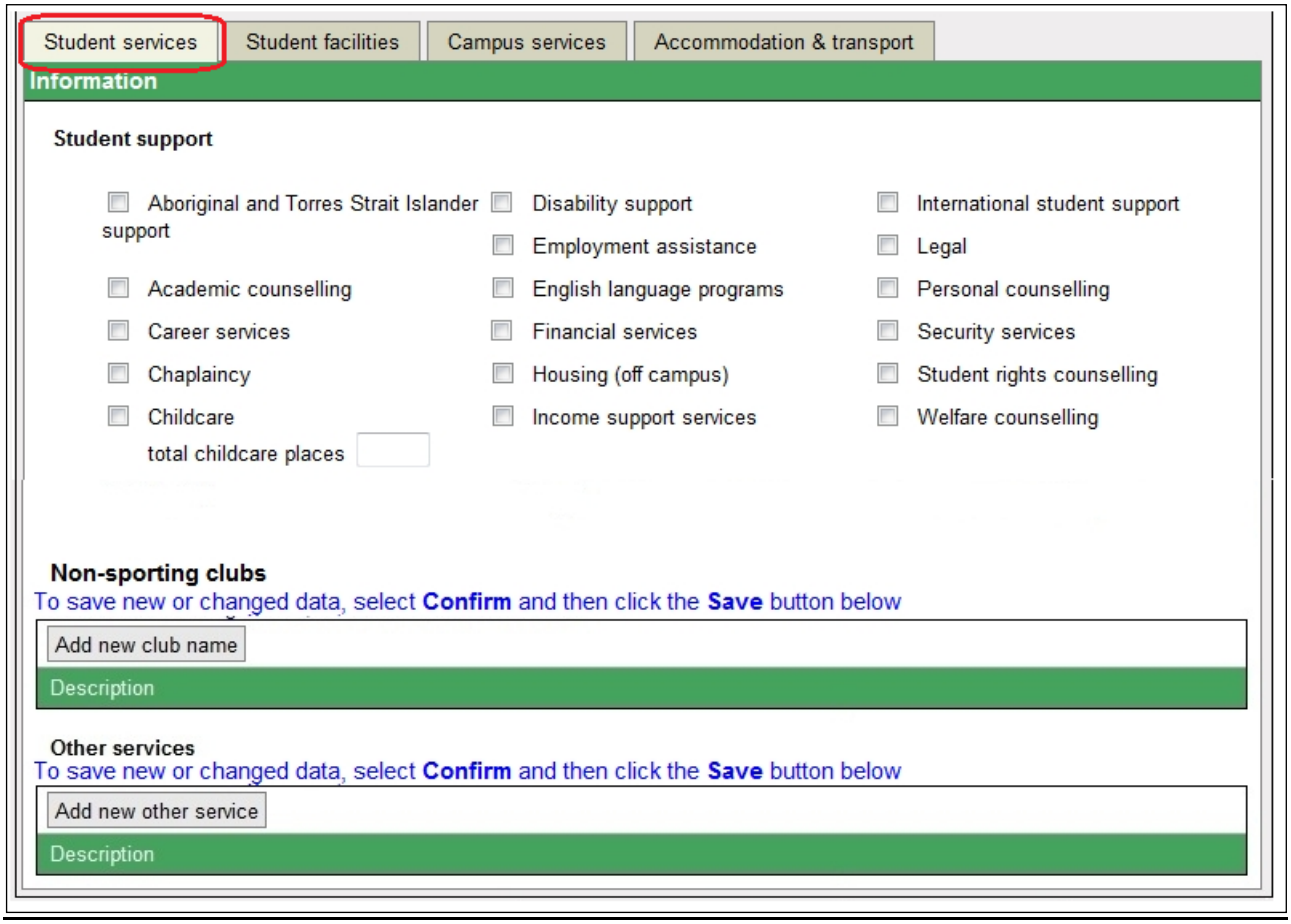


3. Navigate to the folder that contains the photo. Select the photo to upload.
4. Select **Open**
5. Select **Save**
6. Select **View** to view the photo.

3.2.2 Student Services

Student Services is used to add and/or update the details of services available to students on campus.

Select the appropriate box next to each available service.

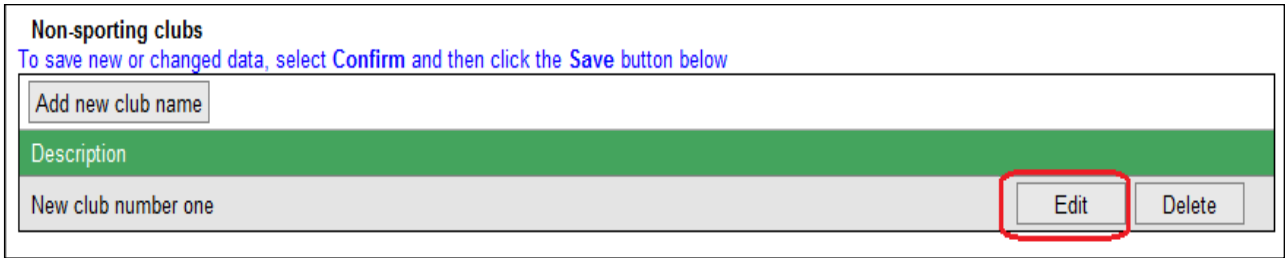


3.2.2.1 *Non-Sporting Clubs*

Non-Sporting Clubs enables the user to add and/or update the details of non-sporting clubs available to students at the campus.

1. To add a new **Non-Sporting Club** Select **Add new club name**.
2. Enter the club **Description** (*maximum – 150 Characters)*

3. Select **Confirm**. The club will then be displayed.
4. Select **Edit** to make changes to the Club Description


Non-sporting clubs
To save new or changed data, select Confirm and then click the Save button below
Add new club name
Description
New club number one
Edit
Delete

5. Select **Save** to save the information entered.

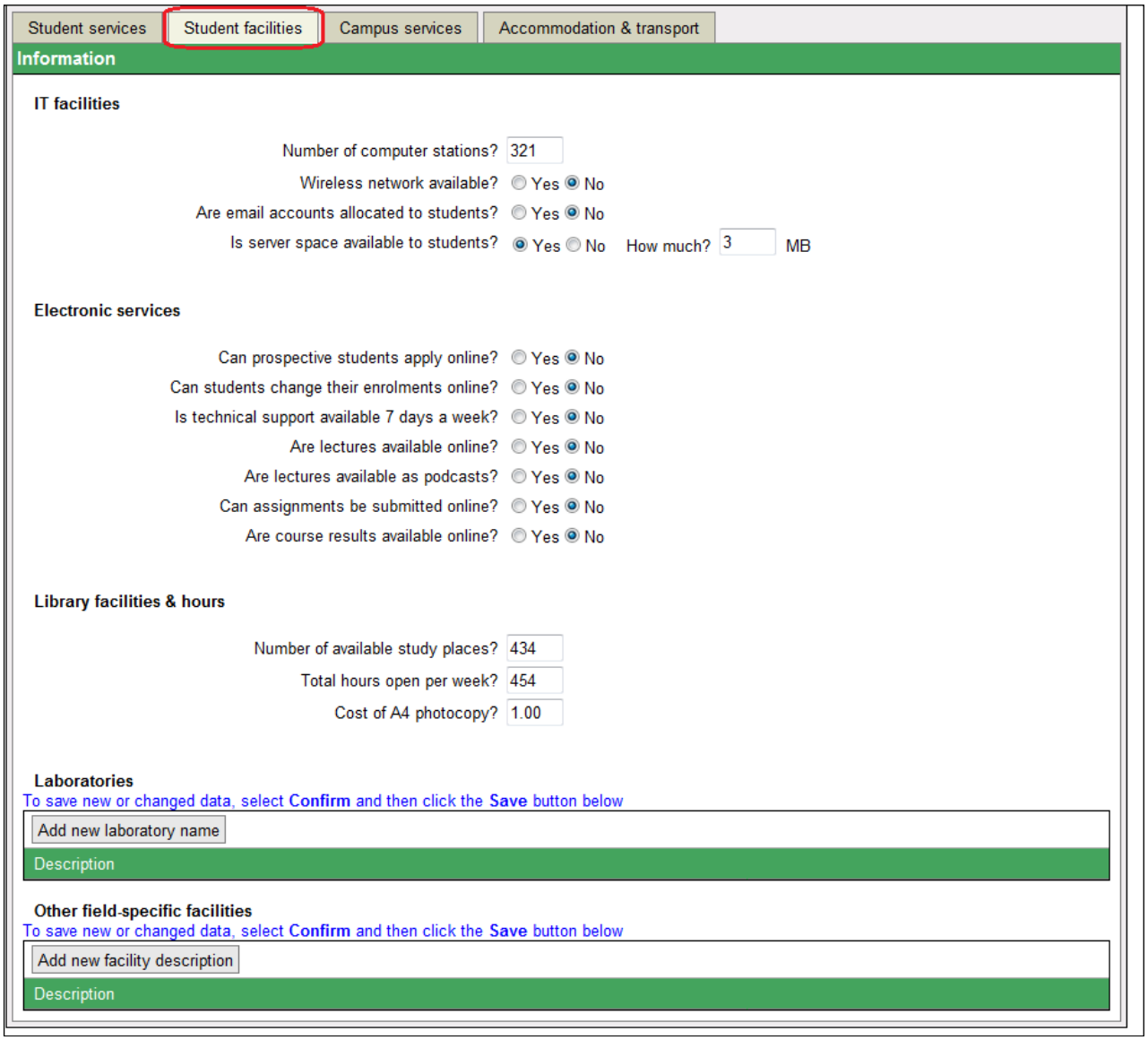
3.2.2.2 *Other Services*

Other Services enables the user to add and/or update the details of any other services that are available to students on the campus.

1. Select **Add new other service**.
2. Enter the Service **Description** (*maximum – 150 Characters)*
3. Select **Confirm**.
4. The Other Service is then displayed.
5. Select **Edit** to make changes to the Description
6. Select **Save** to save the information entered.

3.2.3 Student Facilities

Student Facilities enables the user to add and/or update the details of facilities available to students on campus.


Student services
Student facilities
Campus services
Accommodation & transport
Information
IT facilities
Number of computer stations? 321
Wireless network available? Yes No
Are email accounts allocated to students? Yes No
Is server space available to students? Yes No How much? 3 MB
Electronic services
Can prospective students apply online? Yes No
Can students change their enrolments online? Yes No
Is technical support available 7 days a week? Yes No
Are lectures available online? Yes No
Are lectures available as podcasts? Yes No
Can assignments be submitted online? Yes No
Are course results available online? Yes No
Library facilities & hours
Number of available study places? 434
Total hours open per week? 454
Cost of A4 photocopy? 1.00
Laboratories
To save new or changed data, select Confirm and then click the Save button below
Add new laboratory name
Description
Other field-specific facilities
To save new or changed data, select Confirm and then click the Save button below
Add new facility description
Description

Select the radio button next to an available service for each category:

IT facilities

Electronic services

Library facilities & hours

3.2.3.1 Laboratories

Laboratories enables the user to add and/or update the details of laboratories that are available for students at the campus.

1. Select **Add new laboratory name** to add a laboratory.
2. Enter the laboratory **Description** (*maximum – 150 Characters)*
3. Select the **Confirm** button. The page then displays the laboratory.
4. Select **Edit** to make changes to the Description
5. Select **Save** to save the information entered.

3.2.3.2 Other field-specific Facilities

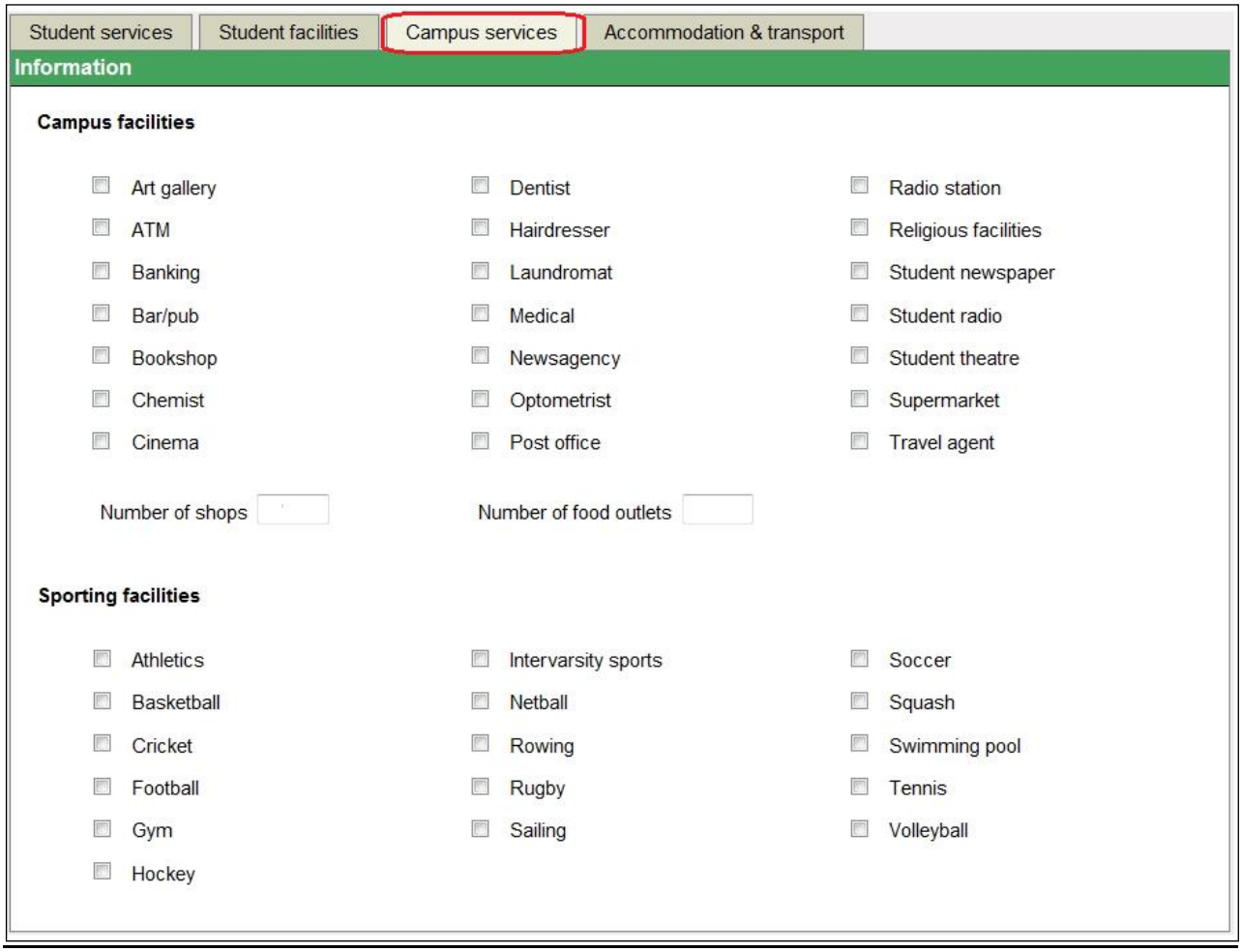
Other field-specific Facilities enables the user to add and/or update the details of field-specific Facilities that are that are available for students at the campus.

1. To add an **Other field-specific Facility** select **Add new facility description**.
2. Enter the Other field-specific facility **Description** (*maximum – 150 Characters)*
3. Select **Confirm**. The page then displays the Other field-specific Facility.
4. Select **Edit** to make changes to the Description
5. Select **Save** to save the information entered.

3.2.3 Campus Services

Campus Services enables the user to add and/or update the details of services available to students on campus.

1. Select the appropriate box next to each available service.



1. Select **Save**

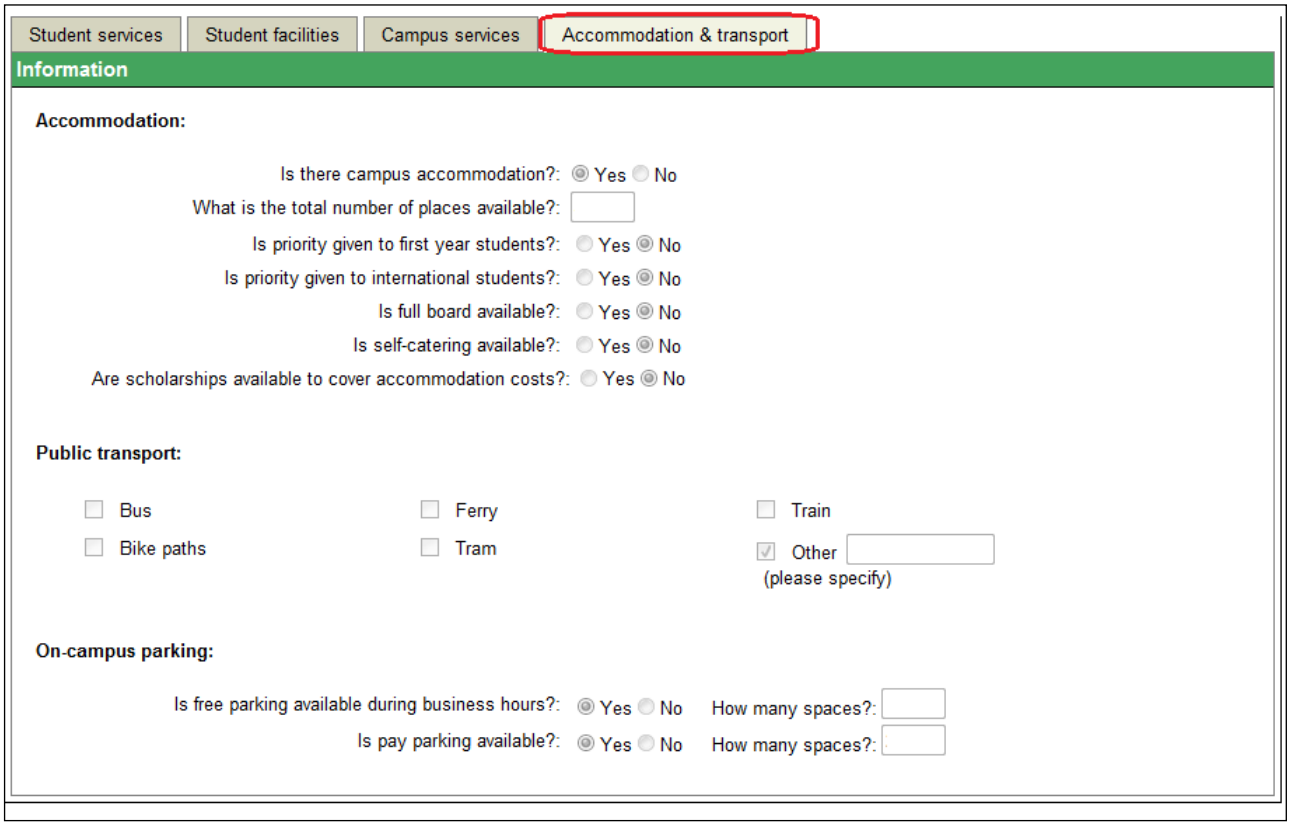
Note:

Number of shops and Number of food outlets require a numerical input (0 - 999)

3.2.4 Accommodation & Transport

The **Accommodation & Transport** tab is used to add or update the details of accommodation and transport that is available on campus or services the campus.

1. Select the appropriate radio button next to each available service.


Student services
Student facilities
Campus services
Accommodation & transport
Information
Accommodation:
Is there campus accommodation?: Yes No
What is the total number of places available?:
Is priority given to first year students?: Yes No
Is priority given to international students?: Yes No
Is full board available?: Yes No
Is self-catering available?: Yes No
Are scholarships available to cover accommodation costs?: Yes No
Public transport:
Bus
Ferry
Train
Bike paths
Tram
Other
(please specify)
On-campus parking:
Is free parking available during business hours?: Yes No How many spaces?:
Is pay parking available?: Yes No How many spaces?:

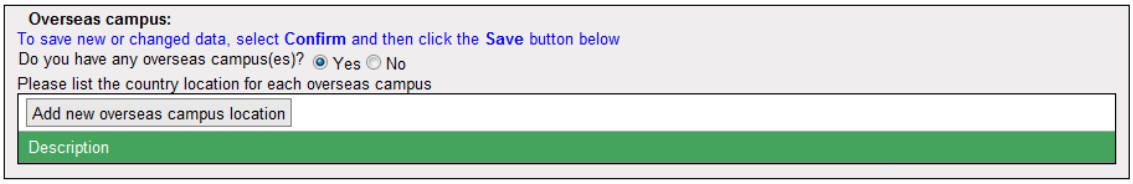
2. Select **Save**

3.2.5 Overseas campus

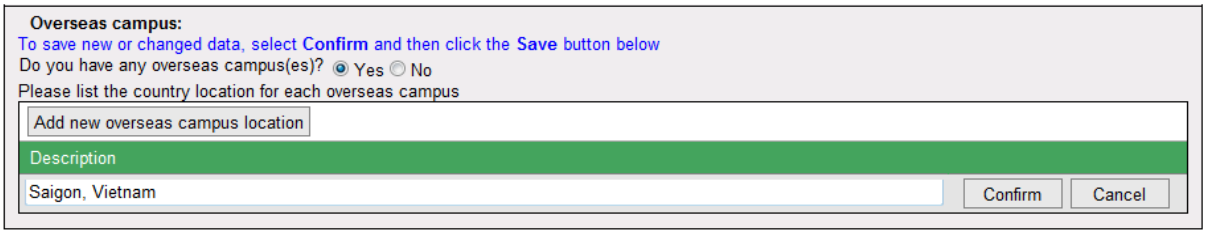
Information on overseas campuses can be displayed on *MyUniversity*

To add or update an overseas campus

1. Select **Yes** following **Do you have any overseas campus(es)?**
2. Select **Add new overseas campus location**


Overseas campus:
To save new or changed data, select Confirm and then click the Save button below
Do you have any overseas campus(es)? Yes No
Please list the country location for each overseas campus
Add new overseas campus location
Description

3. Enter overseas campus **Description**. Country location must be included.

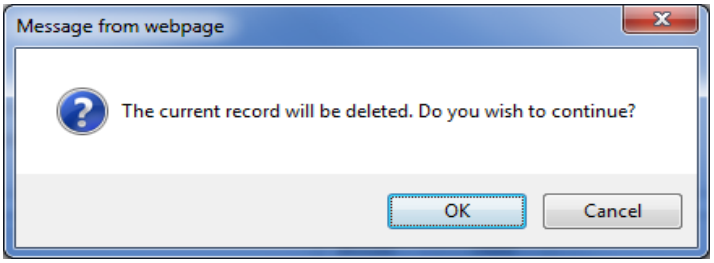

Overseas campus:
To save new or changed data, select Confirm and then click the Save button below
Do you have any overseas campus(es)? Yes No
Please list the country location for each overseas campus
Add new overseas campus location
Description
Saigon, Vietnam
Confirm
Cancel

4. Select **Confirm**. The overseas campus is then displayed.
5. Select **Edit** to make changes to the Description
6. Select **Save** to save the information entered.

3.3 To delete an Australian or Overseas campus

1. Select **Delete** associated with the campus to be deleted.

A warning message will be displayed:



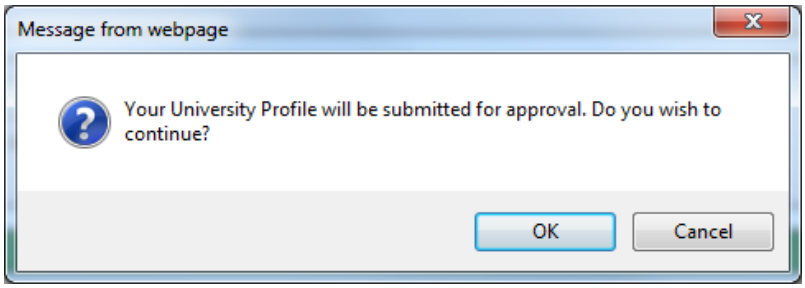
2. Select **OK** to delete the record. This will delete all the information for this campus.

4 Submitting Profile information

For information to be displayed on *MyUniversity* it must be submitted for approval. The Submission process saves any unsaved information but it is recommended to action **Save** first.

1. Select **Submit** from the University Information page

   The following confirmation box will be displayed:



2. Select **OK** to proceed with the submission.

The profile information screen will be locked for modification when the Submit process completes.

4.1 Declined Submissions

All Profile submissions will need to be Quality Assured before they can be published to the *MyUniversity* website.

If a submission has been declined, a notification email will be sent to the submitter with comments from the Approver. The comments will be displayed at the bottom of the University Information (Profile) page.

The relevant information will need to be addressed, saved and resubmitted before it can be displayed on the *MyUniversity* website.

5 HELP

To access online help one of the following can be selected:

1. Select the **Help** menu item

OR

2. Select the **Help (?)** icon from the top banner

Both will open the same **Help** in a separate browser page.

Closing the **Help** page will not affect the University Profile page.

Appendix A - Profile Functions

The *MyUniversity* function buttons include:

1. Save
2. Submit
3. Reset
4. Edit Profile
5. Cancel

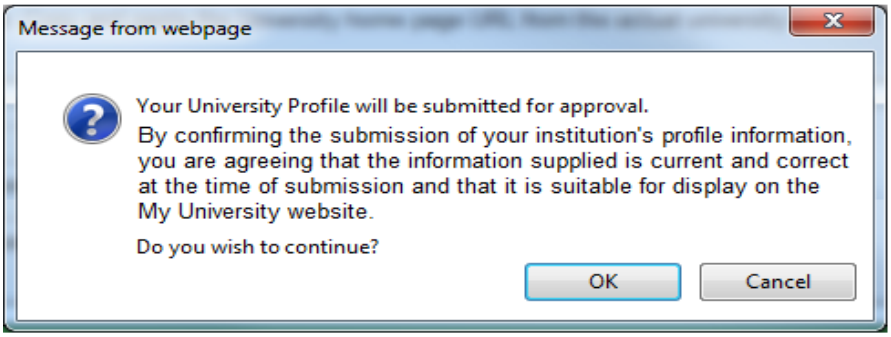
Save

When the **Save** button is selected the system first performs a series of checks. If any check fails a red error message will appear at the top of the page. The relevant information will need to be corrected before the save action will complete.

If all checks are passed any unsaved information in the current session will be saved with a status of '**Draft**'.

Submit

When the **Submit** button is selected the system will display the following message.


Message from webpage
Your University Profile will be submitted for approval.
By confirming the submission of your institution's profile information, you are agreeing that the information supplied is current and correct at the time of submission and that it is suitable for display on the My University website.
Do you wish to continue?
OK
Cancel

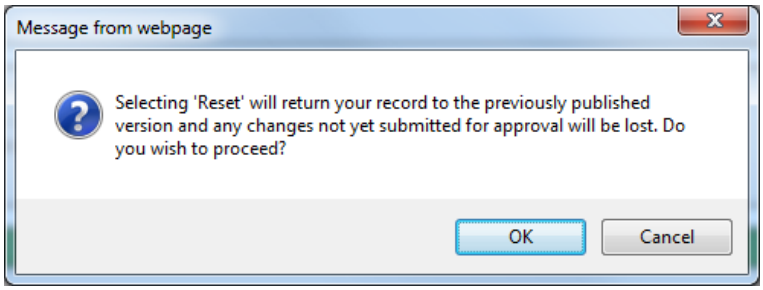
When **Cancel** is selected the system returns the to the **University Information** page.

When the **OK** button is selected the system performs a further series of checks. If any check fails an error message will be displayed at the top of the page. The relevant information will need to be corrected before the Submit action will complete.

If all checks pass all saved and unsaved information in the current session will be submitted with a status of '**Awaiting Approval**'.

Reset

When the **Reset** button is selected the system will display the following message:


Message from webpage
Selecting 'Reset' will return your record to the previously published version and any changes not yet submitted for approval will be lost. Do you wish to proceed?
OK
Cancel

When **Cancel** is selected the system returns the to the **University Information** page without any changed information being lost.

When the **OK** is selected the system will:

- Clear all editable fields on the page if no information has previously been published and
- If information has been published, reset all editable fields on the page with the published information.

Edit Profile

When **Edit Profile** is selected the system will display the published version of the information as **Draft**.

Cancel

When **Cancel** is selected the system will cancel any changes made since the last save.

Appendix B - Error messages

Error messages are displayed in red at the top of the page when a specific error occurs.

There are two types of errors; Field; and System. Warning messages are not been included.

Field Errors

These errors occur when a field entry does not pass a specific business rule on a **Save** or **Submit** action.

Check description	Error message
Invalid character check - Field accepts only numeric characters	Invalid character/s were found in the <FieldName> field. Please ensure you are using numeric values (0-9) only
Invalid character check - Field accepts only 'name' characters	Invalid character/s were found in the <FieldName> field. Please ensure you are using name values (A-Z, a-z, (space), ', -) only
Invalid character check - Field accepts only alphanumeric & special characters	Invalid character/s were found in the <FieldName> field. Please ensure you are using values within the specified character range: A-Z, a-z, 0-9, and any of the following: (space) & ' ( ) , - . / [ ] _ : , ? " ; { } | \ = + * ^ % $ # @ ! ~ `
Mandatory Data Entry Fields	The <Fieldname> is mandatory and therefore must contain a value
Entering and displaying Currency fields	Invalid character/s were found in the <FieldName> field. Please ensure you are only entering numeric values (0 to 9), if applicable a decimal point (.) with a maximum of two decimal places if you are entering cents
New text field description to *MyUniversity* campus information	Please enter a < FieldName > before selecting the 'Confirm' button
Logo/Photo attachment too large	Attachment size can not be greater than 4MB
Incorrect file type for photograph upload	Attachment file type can only be .jpg,. gif, .tif, .tiff
Maximum and minimum field values edit rule	<Tab name>: <field> cannot contain a value lower than <lower range value> and higher than <upper range value>.
Editing decimal currency fields	The only valid characters for this field are the numbers 0 to 9 and a decimal point
Check text input for illegal html code	You have entered illegal HTML text such as <tag> causing the system to clear all unsaved input from the screen. Please re-enter your data without these characters
Detect unwanted URL links in the Profile mission statement	Links to other internet sites are not permitted in the mission statement, please remove before continuing

System Errors

These errors are detected when a system specific business rule does not pass on a **Save, Submit** or **Browse** action.

Check description	Error message
Delete Main campus	An Australian campus Profile is mandatory and must contain a value
Concurrency Error Message- load	You have attempted to load a <item name> which does not exist. This may happen if another user has deleted this <item name> recently.
Concurrency Error Message -update	You have attempted to update data that is out of date. No changes have been made. This can happen if another user has updated your data recently, or if you clicked the Back button or Refresh button in your browser.
Incorrect file type for photograph upload	Attachment file type can only be .jpg, gif, .tif, .tiff